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ABSTRACT

This document reports on a study conducted to determine which States use State equipment pools to share vocational education equipment. Five States--Arkansas, North Carolina, Oklahoma, Pennsylvania, and Tennessee--indicated that they have such pools. The report consists of the original letter of request for information and replies from the five states, along with the following descriptive materials and/or forms: Arkansas's loan agreement and local priority list; a description of the procedures for funding and maintaining North Carolina's equipment pool; a detailed description of Oklahoma's state equipment pool that contains funding information, operational procedures, transportation charges on equipment, equipment pool responsibilities, equipment pool transfer procedures, pool goals and objectives, an explanation of the equipment inventory loadsheets; and an inventory adjustment request form; an information packet on Pennsylvania's vocational education equipment pools that outlines the pool's purpose, eligibility requirements, proposal submission and change request procedures, program requirements, a private industry council review, available technical assistance, support levels and payment schedules, application elements, reporting obligations, and sample forms; and sample application and log forms from the Tennessee program. (MN)

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ED266238

State Vocational Equipment Pool Survey

Conducted By:

Research Coordinating Unit

Marshall University

Huntington, West Virginia

1985

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State Vocational Equipment Pool Survey

The purpose of this survey was to establish which states use State Equipment Pools and if possible, how they operate. A letter was sent to all states and U. S. Territories requesting information.

A copy of the letter and responses received are provided. Five states responded with a yes answer and copies of their return letter or forms are also included.

I. Memorandum

II. Vocational Equipment Pools

III. Contact Person (states)

IV. Forms (or letter)

1. Arkansas
2. North Carolina
3. Oklahoma
4. Pennsylvania
5. Tennessee

MARSHALL UNIVERSITY
HUNTINGTON, WEST VIRGINIA 25701
RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION
COLLEGE OF EDUCATION

MEMORANDUM

TO: Vocational Director, State of

FROM: Dr. Roy Thomas, Director
Research Coordinating Unit
Roy Thomas

SUBJECT: State Vocational Equipment Pools

DATE: April 12, 1985

The Research Coordinating Unit of the West Virginia Department of Vocational Education is trying to locate states' which have state vocational equipment pools.

We are interested in how they operate, function and any information that might be available concerning vocational equipment pools.

We are making inquires to all states and U.S. territories and will be glad to share our findings with you. Please answer the following question and return this form in the enclosed self-addressed envelope provided.

Do you have a state vocational education equipment pool?

_____No

_____Yes*

*If you check "yes", please send us any information that is available in the enclosed envelope.

BHD/lt

Enclosure

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State Department of Education

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1985

VOCATIONAL EQUIPMENT POOLS

State	Yes	No
Alabama		X
Alaska		X
Arizona		X
Arkansas	X	
California		X
Colorado		X
Connecticut		X
Delaware		
District of Columbia		X
Florida		X
Georgia		X
Hawaii		X
Idaho		X
Illinois		X
Indiana		X
Iowa		X
Kansas		
Kentucky		X
Louisiana		X
Maine		X
Maryland		X
Massachusetts		X
Michigan		X
Minnesota		
Mississippi		X
Missouri		X
Montana		X
Nebraska		X
Nevada		X
New Hampshire		X
New Jersey		X
New Mexico		X

State	Yes	No
New York		X
North Carolina	X	
North Dakota		X
Ohio		X
Oklahoma	X	
Oregon		X
Pennsylvania	X	
Rhode Island		X
South Carolina		X
South Dakota		X
Tennessee	X	
Texas		X
Utah		X
Vermont		X
Virginia		X
Washington		X
West Virginia		X
Wisconsin		X
Wyoming		X

U.S. Territories	Yes	No
American Samoa		
Guam		X
Puerto Rico		X
Trust Territory of the Pacific Islands		
Virgin Islands		

MARSHALL UNIVERSITY
RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION
HUNTINGTON, WEST VIRGINIA 25701
COLLEGE OF EDUCATION

The West Virginia Research Coordinating Unit has finished the survey of "State Vocational Equipment Pools" and the results of the responses are enclosed.

Due to the high cost of reproducing all of the forms used it has become necessary to provide the address of the contact person from each state or territory which responded with a "yes" answer. If you are interested in the actual forms, please contact this person.

The Research Coordinating Unit will submit the results to the Educational Resource Information Center (ERIC) to be reproduced on microfiche, if accepted, and all forms will be included in this report.

Thank you for providing information and your cooperation.

Contact Person:

Mr. Gerald D. Marlin, Supervisor
Vocational Finance
Arkansas Vocational & Technical Education
Education Building West, Room 408D
Little Rock, AR 72201

Mr. C. Eugene Hinton, Director
Facility and Property Services
Department of Community Colleges
Raleigh, NC 27611

Mr. Bill Heister, State Supervisor
Oklahoma State Department of Vocational
and Technical Education
1515 West Sixth Avenue
Stillwater, OK 74074

Mr. Bill Krash, Coordinator
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Mr. Clyde Brown, Education Consultant
Department of Vocational Education
205 Cordell Hull Building
Nashville, TN 37219

Enclosures

A unit sponsored cooperatively with the
Bureau of Vocational, Technical and Adult Education
State Department of Education

ARKANSAS
VOCATIONAL & TECHNICAL EDUCATION
A DIVISION OF THE DEPARTMENT OF EDUCATION
STATE EDUCATION BUILDING WEST — LITTLE ROCK, AR 72201
J. BARRY BALLARD, DIRECTOR

April 23, 1985

Dr. Roy Thomas, Director
Research Coordinating Unit
Marshall University
Huntington, West Virginia 25701

Dear Mr. Thomas:

We have received your inquiry about state vocational equipment pools. Yes, Arkansas does have such a pool. It was originally made up of MDTA and later CETA equipment for MDTA and CETA training. In October of 1981 others took over the CETA training programs and the equipment since that time is used as a state equipment pool for vocational training in area post secondary schools, community colleges and secondary schools, and state penal institutions.

To manage the equipment pool, we have a vocational organizational building called Equipment Maintenance & Distribution Center. We receive, repair, and disburse gifts of equipment from industry (new or old). We also transfer equipment to and from our state-owned area post secondary vocational-technical schools; and we loan equipment to public secondary schools and community colleges that have approved vocational programs. It changes almost daily; but today (04-23-85) we have in the warehouse and on loan 2,780 pieces of equipment with the purchased value of $1,167,774.00. This does not reflect the volume or price of donated equipment and that which has been transferred to 23 area post secondary schools and our penal institutions. We have equipment on loan to three community colleges, 90 public secondary schools, our penal institutions, a few service organizations, and 16 area post secondary vocational schools.

When feasible, we repair equipment received. When the equipment is obsolete, or it isn't feasible to repair it, we send it to Marketing and Redistribution - the state agency designated to dispose of state owned property.

STATE BOARD OF VOCATIONAL EDUCATION

Walter Turnbow, Springdale, Chairman; Robert L. Newton, Warren, Vice-Chairman; Jim DuPree, Weldon; L. D. Harris, Blytheville; Wayne Hartsfield, Searcy; Earle Love, Morrilton; Dr. Harry P. McDonald, Fort Smith; Mrs. Alice L. Preston, Murfreesboro; Jeff Starling, Pine Bluff

AN EQUAL OPPORTUNITY EMPLOYER

Enclosed are copies of the Loan Agreement our agency uses with local schools and districts and other agencies that provide vocational education. These are renewed annually and an on-site visit and inventory is made. The user agencies are responsible for maintenance of loaned equipment.

An added service we provide is storage space for central offices' records and supplies.

The staff of the Equipment Maintenance & Distribution Center (EMDC) is: one supervisor of the inventory, one supervisor of the warehouse, and an assistant.

Sincerely,

Gerald D. Marlin

Gerald D. Marlin, Supervisor
Vocational Finance

(501/371-1848)

dm

85/GDM/231

ACTIVITY NUMBER

LOAN AGREEMENT

ARKANSAS VOCATIONAL & TECHNICAL EDUCATION _____
EDUCATION BUILDING WEST, ROOM 408D _____
LITTLE ROCK, AR 72201 _____

Vocational and Technical Education, hereafter referred to as "Lendor", agrees to loan to _____, hereafter referred to as "Loan Recipient", the following equipment and/or furniture:

SEE ATTACHED LIST

_____

_____

_____

_____

_____

_____

The Lendor will reserve the right to periodically inspect and request inventory records to insure these items on loan are protected, maintained, and used in support of vocational training.

The Loan Recipient agrees to:

1. Take reasonable precaution to maintain the equipment in serviceable condition.
2. Maintain separate inventories of this equipment in such form and detail as will permit the location, and identification of all items at any time.
3. Report any loss or theft of any of this equipment to the proper local law enforcement agency and to the Lendor. Also, make every reasonable effort to retrieve the same.

This loan agreement shall be for one year to begin on _____ 19____ and terminate on _____ 19 ____. The Loan Recipient has the option to renew this agreement annually provided the needs are justified.

DATE	SIGNATURE	TITLE
	LOAN RECIPIENT	
DATE	DIRECTOR, VOCATIONAL & TECHNICAL EDUCATION	

VOCATIONAL AND TECHNICAL EDUCATION

PROPERTY LIST FOR LOAN AGREEMENTS

Activity Number

LOAN TO: _____ LOCATION: _____

TAG NUMBER	ITEM DESCRIPTION	SERIAL NUMBER	ITEM COST

INVENTORY DATE: _____ BY: _____

State Official

DEPARTMENT OF COMMUNITY COLLEGES
NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES

ROBERT W SCOTT
STATE PRESIDENT

RALEIGH 27611

919-733-7051

April 18, 1985

Dr. Roy Thomas, Director
Research Coordinating Unit
Marshall University
Huntington, West Virginia 25701

Dear Dr. Thomas:

Dr. Cliff Belcher, Director of Vocational Education, North Carolina Department of Public Instruction, has asked me to provide information about the North Carolina Community College vocational equipment pool.

The North Carolina General Assembly appropriates equipment funds which are distributed by the Department of Community Colleges to the 58 institutions in the system. Institutions then purchase educational and administrative equipment needed to meet local education programs. Title to this equipment is held by the State Board of Community Colleges and is subject to transfer to other institutions. It is all placed into a state-administered central inventory system.

Usable equipment surplus to an institution's needs is made available to other community colleges and public secondary schools before it is placed on public bid sale. This is done through a monthly listing of available items.

We do not maintain a warehouse stock of available items, although we do have one where items donated by business and industry are housed.

If additional information is needed, please let me know.

Sincerely,

C. Eugene Hinton, Director
Facility and Property Services

CEH:fs

cc: Dr. Cliff Belcher

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OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

FRANCIS TUTTLE, DIRECTOR • 1515 WEST SIXTH AVE., • STILLWATER, OKLAHOMA 74074 • A.C. (405) 377-2000

August 26, 1983

Mr. Roy P. Stewart, Executive Director
Oklahoma Advisory Council Vocational
Education
4010 North Lincoln
Oklahoma City, Oklahoma 73105

Dear Roy:

Enclosed are copies of the following: Equipment Pool section of the State Department of Vocational and Technical Education Operations and Procedures Manual, Equipment Pool Goals and Objectives, Transfer Procedures, and a Memorandum of Understanding. Also, a Transfer Form and an Inventory Adjustment Request Form. These documents will give you some insight on what we do and the procedures we follow.

The main items we maintain in the Equipment Pool are machine shop equipment for use in training new and expanding industries coming into Oklahoma. The items are then loaned to any area vo-tech school on a 5-day recall when not needed for industry training.

The Equipment Pool owns approximately $3 million worth of equipment of which about $2.5 million is on loan to the area vo-tech schools over the state at this time.

Also, we have the responsibility of all of the state-owned equipment in all area vo-tech schools, high schools, inmate training centers, and skill centers that we maintain.

We have eight people in the Equipment Pool with an annual budget of $200,000. We have two machine shop repairmen, a warehouseman, a truck driver, an inventory specialist, an inventory clerk, a secretary, and myself.

I hope this will give you some insight as to our operation. Please feel free to call if I can be of further service.

Sincerely,

Bill Heister

Bill Heister, State Supervisor
State Equipment Pool

BH:cd

Enclosures

pc Dr. Arch Alexander

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STATE EQUIPMENT POOL

The Equipment Pool was established by an act of the State Legislature in April of 1969. The function of the Equipment Pool is to provide and maintain an inventory of equipment for use by area schools, Training for Industries Programs, skills centers, and other vocational-technical programs supported by public funds.

In order to comply with the provisions as set forth in Article XIV, Section 178, of the "School Laws of Oklahoma" and the policies in the State Equipment Pool section of the Oklahoma State Department of Vocational and Technical Education in this manual, the following guidelines are set forth in order to report and recover equipment and other property of terminated or completed training programs or classes that utilize equipment or property owned by the State Vo-Tech Equipment Pool or purchased wholly or in part with State or federal funds.

The vo-tech supervisor charged with the responsibility of supervision of the training program or class that utilizes State Vo-Tech Equipment Pool equipment or property shall notify the Equipment Pool, in writing, when a program or class is to be terminated or completed and to request that the Equipment Pool return to Stillwater the state-owned equipment involved.

The supervisor should notify the superintendent of the training agency or school that the State Vo-Tech Equipment Pool has been requested to pick up the state-owned equipment or property and the Equipment Pool will contact the superintendent to schedule and make arrangements for the pickup.

Operational Procedures

Loan of Equipment:

Equipment when not needed by the TIP Division may be assigned to area vocational-technical schools or public school districts for the purpose of conducting ongoing vocational and technical education programs. Any equipment assigned as above will be subject to the restrictions as outlined and is subject to recall on short notice when needed to conduct industrial training by the TIP Division.

Items of equipment may be obtained from the Equipment Pool provided the recipient can show ample justification and is willing to comply with the procedures as outlined in "Equipment Pool Transfer Procedure (effective November, 1976)." The Equipment Pool Transfer Procedure has a Memorandum of Understanding attached that must be approved before equipment is transferred. The Memorandum of Understanding requires the training program to agree to the following before receiving Equipment Pool equipment:

A. Provide adequate insurance coverage.

B. Furnish necessary maintenance and bear cost of all repairs beyond normal wear and tear.

C. Release equipment on five-day notice.

All requests for the loan of equipment should be made on a Memorandum of Understanding and addressed to the appropriate state supervisor.

Transportation Charges on Equipment

Charges for transporting equipment will be invoiced to the school or project requesting equipment.

If it becomes necessary for the State Equipment Pool to recall equipment loaned to a school, the transportation will be borne by the new project or the Equipment Pool.

Transportation on equipment returned to the warehouse from a special project will be charged to the project.

Transportation on equipment returned to the warehouse from a closed program will be borne by the Equipment Pool.

Purchase of Equipment:

Specifications for the purchase of equipment are prepared to obtain top quality items equipped with the necessary accessories and safety features required by the National Safety Council.

Voltage Requirements:

Most state-owned equipment is purchased to operate on 115 volt, single phase, or 230/460 volt, three phase, depending on size and type of equipment. Any new construction should be wired to conform to these voltage requirements.

Area Vocational-Technical School Equipment:

Any equipment provided from the Equipment Pool to a new area school or to an area school expansion program or project will be considered as part of the State's fifty (50) percent commitment toward the total cost of the new school or expansion.

Identification of Equipment:

When equipment is purchased by the State Department and shipped directly to the training site, a copy of the receiving report should be sent to the State Department with each partial or complete shipment. The receiving report should contain serial numbers of equipment received and to what department or course it is assigned. The equipment records will then be made and identification tags assigned by the State Department and mailed to the training site for affixing to equipment.

When equipment is purchased by the school and reimbursed by the State Department, a copy of the invoices for such equipment, with serial numbers and department or course equipment is in, should be attached to the claim and sent to the State Department. Equipment records will then be made and identification tags assigned by the State Department and mailed to the site for affixing.

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EQUIPMENT POOL RESPONSIBILITIES

The State Equipment Pool is responsible for and has commensurate authority for fulfilling the duties as outlined below.

A. Maintain an inventory of equipment to be used for new industry training.

B. Assume the responsiblity for transporting all state owned equipment to and from the various training sites as necessary.

C. Maintain inventory records on all state owned equipment.

D. Spot check inventory of equipment at least once every two years.

E. Make proper disposal of all salvage state-owned equipment. (as outlined by the "State Board of Affairs)

F. To provide a machine tool maintenance and installation service for all TIP (Training for Industry Programs) training centers, and for all Equipment Pool and TIP equipment.

G. Review specifications for equipment prepared by others and assist with the preparation of specifications as requested by other division or schools.

4.9 Equipment

Equipment and supplies must be made available to support the occupational program in order to assure quality training. Equipment selected must meet or exceed all appropriate safety standards.

4.9.1 Equipment Pool

Equipment in the Equipment Pool shall be purchased and owned by the State Department. The Equipment Pool will purchase equipment to meet the training needs of the Training for Industry Programs (TIP). These items are normally designed for training in machine tool and welding shops.

The Equipment Pool assumes the following responsibilities for TIP's equipment.

1. Provide machine tool maintenance and installation service in order to reduce repair costs and loss of machine and training time.

2. Maintain inventory records of all equipment.

3. Transport equipment to and from the various training sites.

4.9.1.1 The individual charged with responsibility of supervising the training program shall notify the Equipment Pool, in writing, when a program or class is to be terminated or completed, and request that the equipment be returned to the Equipment Pool. The supervisor shall notify the superintendent of the training agency or school that the Equipment Pool will schedule and make arrangements for the transfer of the equipment. Transportation charges on equipment brought to the warehouse from a closed program will be expensed to the Equipment Pool.

Equipment purchased through funding agencies which require that it be used in specific programs shall be placed in those same type of programs. Any equipment provided from the Equipment Pool to a new area school or to an area school expansion program or project will be considered as a part of the state's 50 percent commitment to the school.

4.9.1.2 Equipment purchased for use by the Training for Industry Programs Division (TIP) may be loaned to employment and training centers and to area schools. Such equipment shall be subject to any restrictions and is subject to recall on State Department notice when needed to conduct industrial training.

All request for the loan of TIP's equipment will be made on a Memorandum of Understanding and addressed to the appropriate state supervisor. The supervisor, after approving the request, will contact the Equipment Pool to determine if the desired equipment is available. Equipment may then be obtained from the Equipment Pool provided the recipient can show justification and is willing to comply with the "Equipment Pool Transfer Procedure."

A. The Memorandum of Understanding requires the recipient to agree to the following:

1. Provide adequate insurance coverage.

2. Furnish necessary maintenance and bear the cost of all repairs beyond normal wear and tear.

3. Release loaned equipment on a five-day notice.

4.9.1.3 Charges for transporting equipment will be invoiced to the requesting school or project.

4.9.1.4 All equipment purchased with state, federal, or matching funds, having a value of $100.00 or more, shall be tagged. Indentification tags will be assigned by the State Department and sent to the school to be affixed to the equipment. In no case shall an item be transferred from one school to another or traded in or disposed of without prior approval from the State Department. A form will be provided by the Equipment Pool for making request of transfers, trade-ins or salvage.

Disposal of state-owned equipment shall be in accordance with state law as administered by the Board of Pubic Affairs.

A. The Equipment Pool will maintain inventory records on all tagged equipment.

B. Tagged equipment will be inventoried annually.

1. A print-out listing equipment to be inventoried will be mailed to equipment users by the Equipment Pool.

2. Users of tagged equipment will update the print-outs and return them to the Equipment Pool no later than sixty (60) days after receiving the print-out.

3. State Department personnel will inspect and make recommendations on lost, stolen or salvage equipment which is requested to be removed from the user's inventory.

4. Equipment Pool will then make necessary adjustments to the inventory.

MINI-PLAN FOR 'EQUIPMENT POOL TRANSFER PROCEDURED'

A. Transfer of Equipment Pool Property from Stillwater Equipment Pool to a Training Agency.

1. The Director or Superintendent of the Training Program should use a Memorandum of Understanding to request equipment and send to the Assisant State Coordinator of AVTS/E&T for approval.

2. If the Coordinator approves the request, it will be sent to the State Supervisor of the appropriate Occupational Division for approval.

3. If the State Supervisor of the Occupational Division approves the request, it will be sent to the State Supervisor of Area Schools or State Supervisor of Employment and Training.

4. When the request is received by the Equipment Pool, the Pool will see if the equipment is available for loan.

5. If the equipment is available, the Equipment Pool will prepare the transfer and make arrangements for delivery.

6. If the equipment request is not available, the Equipment Pool will notify the Coordinator who in turn will notify the Training Agency requesting the equipment.

B. Transfer of Equipment Pool Property from a Training Agency to the State Vo-Tech Equipment Pool in Stillwater

1. The Director or Superintendent of the Training Program should request State owned equipment to be returned to the Equipment Pool by listing equipment on Inventory Adjustment Request Forms and sending it to the Assistant State Coordinator of AVTS/E&T for approval.

2. If the Coordinator approves the request, it will be sent to the State Supervisor of the appropriate Occupational Division for approval.

3. If the State Supervisor of the Occupational Division approves the request, it will be sent to the State Supervisor of AVTS or E&T.

4. When the request is received by the Equipment Pool, the Equipment Pool will prepare the transfer and make the arrangements for picking up the equipment.

C. Transfer of Equipment Pool Property from one Training Agency to Another Training Agency

1. The Director or Superintendent of the Training Program should use a Memorandum of Understanding to request equipment and send it to the Assistant State Coordinator of AVTS/E&T for approval.

2. If the Coordinator approves the request, it will be sent to the State Supervisor of the appropriate Occupational Division for approval.

3. If the State Supervisor of the Occupational Division approves the request, it will be sent to the State Supervisor of AVTS/ E&T for approval.

4. When the request is received by the Equipment Pool, it will prepare a transfer and make the necessary arrangements with the Training Agency to pick up and deliver the equipment.

5. The Equipment Pool will transport the equipment and make the necessary inventory adjustments.

EQUIPMENT POOL GOALS AND OBJECTIVES FOR FISCAL YEAR 1984

MISSION STATEMENT: To provide a ready reserve of equipment for industry training (TIP) and transport, maintain and inventory of Vo-Tech equipment.

Goal #1

Transport - To provide transportation services for state-owned equipment to and from various locations.

OBJECTIVES:

1. To review equipment transfer guidelines and establish new procedures by January 1, 1984.
2. To have all equipment transfer request transactions completed within 15 days from request.
3. To have a memo of understanding and/or transfer form required for all equipment requests and/or transfers.
4. To have equipment billing completed within 5 days after completed move, during FY84.
5. To have a schedule for moving all SDVTE Mobile Units by August 1, 1983 for FY84.

Goal #2

Maintenance - To provide a maintenance program to reduce cost and loss of equipment service.

OBJECTIVES:

1. To have standard electrical hook-ups on Equipment Pool equipment cycled through the warehouse during FY84.
2. To have a maintenance and service record on equipment cycled through the warehouse during FY84.
3. To have an inventory of parts, lubricants, coolants, and supplies for state-owned equipment.
4. To install equipment upon request from TIP within 5 days of request.

Goal #3

Inventory - To provide, maintain, and keep adequate records on all state-owned instructional equipment and related materials for Vocational and Technical Education training programs in Oklahoma.

OBJECTIVES:

1. To have all high school inventories completed by December 31, 1983.
2. To have all required state-owned equipment in schools tagged within 60 days of payment.
3. To have Employment and Training equipment inventory processed by October 15, 1983.

Goal #3 (Cont'd)

OBJECTIVES:

4. To have the AVTS equipment inventory ready for mailing to schools by April 15, 1984 and have schools return inventory to us for adjustments by June 15, 1984.
5. To have physically checked all salvage and trade-in requests from AVTS completed by 10-15-83.
6. To have a complete record of all new receipts and purchases, transfers and deletions of equipment by the 25th of each month.
7. To have all physical inventory of equipment for all TIP's projects within 3 days of close of training.
8. To have obsolete, wornout, or surplus equipment legally disposed of annually.

Goal #4

In-Service Training - To provide a continuous self-development program.

OBJECTIVES:

1. To have at least two (2) in-service programs for all staff in the Equipment Pool during FY84.

EXPLANATION OF EQUIPMENT INVENTORY

DETAIL LISTING

Column Heading	
ID NUMBER	Equipment Identification Number Tag number assigned by State Equipment Pool and mailed to you to affix on the equipment.
%	Percent of Ownership 1 = 100% State Owned 5 = 50% State Owned--50% Local Owned
DESCRIPTION	Description of Equipment Brand Model number and brief description
DIV	Division Code
COR	Course Code
ACCT MO YR	Date item was entered into system
SERIAL NUMBER	Serial Number of Equipment
LOCATION CODE	Room Identification Number (Optional) Local School use only
DATE	Month & Year of Purchase Date equipment was actually purchased
AMOUNT	Amount of Purchase Price
CLASSIFICATION	Special Programs "CP" Numbers
PURCHASE ORDER	State Purchase Order Number
EQUIP CODE	Equipment Code (Equipment Pool use only)
FY	Fiscal Year equipment was purchased
COND CODE	Condition of equipment 1 = Excellent 2 = Good 3 = Fair 4 = Poor 5 = Salvage
FUND	Fund Code Identifies source of money

EQUIPMENT POOL
MEMORANDUM OF UNDERSTANDING

PROVISIONS:

1. The school agrees to maintian all equipment covered under this loan in the same condition as existed when received from the Equipment Pool, with the exception of allowance for normal wear and tear.

2. It is understood that all equipment is to be insured and maintained in operating condition at the expense of the school or that equipment lost or stolen will be replaced at the expense of the school.

3. The school agrees to maintain separate records of the Equipment Pool property in such form and detail as will permit the location and identification of such property at any time.

4. The State Department of Vocational-Technical Education reserves the right to withdraw this equipment at any time after a five-day notification by the State Equipment Pool.

5. Will you require Equipment Pool to transport equipment? _____

6. Will you require Equipment Pool fork lift for loading or unloading? _____

7. Date and time you want equipment to be picked up or delivered_____.

8. The following described equipment is requested from the State Equipment Pool:

QUAN.	TYPE OF EQUIPMENT	INTENDED USE

_____
Name, Address and Telephone No. of Training Facility

_____ _____
Signature of Superintendent/Director/Training Specialist Date

By _____ _____
Coordinator AVTS/Employment & Training/Special Schools Date

By _____ _____
Supervisor, State Equipment Pool Date

OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

FRANCIS TUTTLE, DIRECTOR • 1500 WEST SEVENTH AVE., • STILLWATER, OKLAHOMA 74074 • A.C. (405) 377-2000

RECEIPT FOR INSTRUCTIONAL EQUIPMENT BEING TRANSFERRED BY THE STATE EQUIPMENT POOL

The following described equipment has been transferred:

TO: _____ FROM: _____

_____ _____

QTY.	TYPE OF EQUIPMENT	STATE ID NUMBER	SERIAL NUMBER	COND.	COST	REMARKS

TRANSPORTATION:

_____
BY DATE

_____
STATE SUPERVISOR, EQUIPMENT POOL

RECEIVED OR RELEASED BY:

_____
Name of Training Agency or School

_____
BY DATE

83-001903

School _____ **Equipment Record** Quantity _____

Type _____ (Col. 1) Amount _____

SCHOOL CODE	PROGRAM	PID	DIVISION	FUNCTION	SOURCE	ID NUMBER
2 3 4 5 6 7 8 9 10	11 12 13 14 15 16	17 18 19 20 21	22 23	24 25	26 27	28 29 30 31 32 33 34

DESCRIPTION OF ITEM 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63

SERIAL NUMBER 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82

COND.	%	DATE	EQUIP. CODE	FUND	ROOM #	CLASS	OBJ	CLAIM	AMOUNT
83	84	86 87 88 89	90 91 92 93	94 95 96 97	98 99 00 01 02	03 04 05 06 07	08 09 10	11 12 13 14 15 16 17	18 19 20 21 22 23 24 25 26 27

	ID	Serial Number		ID	Serial Number
1.			8.		
2.			9.		
3.			10.		
4.			11.		
5.			12.		
6.			13.		
7.			14.		

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Oklahoma State Department of Vocational and Technical Education
EQUIPMENT INVENTORY LOADSHEET

Page ______ of ____

...pe ______ (Col. 1)

Date ____________

SCHOOL CODE (2-10)	PROGRAM CODE (11-16)	PID (17-21)	DIV. (22-23)	ID NUMBER (28-34)	DESCRIPTION OF ITEM (35-69)	SERIAL NUMBER (70-82)	COND. (83)	% (84)	REASON (85)	EQUIP. CODE (90-93)	ROOM ID (96-102)	AMOUNT (115-127)

(Coding Instructions on Reverse Side)

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Column	
	Transaction Type Code for Each Loadsheet 1 = Delete from Inventory 2 = Current Month Purchase 3 = Addition to Inventory 4 = Change Fields Other Than School, Program, ID, PID, Percent and Amount 5 = Change School, Program, ID, PID, Percent or Amount 6 = Delete Deletion Record 7 = Change Reason on Deletion
1 - 9	**School Code** This field should only be coded when there is not a teacher PID number for the program in which the item will be used.
10 - 15	**Program Code** This field should only be coded when there is not a teacher PID number for the program in which the item will be used.
16 - 20	**PID (Program ID)** Code for Adds and Changes If there is not a PID number for the program, the school code and program code must be coded.

Column	
21 - 22	**Division** See Division Code List
23 - 29	**ID Number** Code for All Transactions
30 - 64	**Description** Equipment Name, Model, and Manufacturer
65 - 77	**Serial Number**
78	**Condition** 1 = Excellent 2 = Good 3 = Fair 4 = Poor 5 = Salvage
79	**Percent of Ownership** 1 = 100% State Owned 2 = 100% Local Owned 5 = 50% State/50% Local Owned
80	**Reason for Deletion** Code Only for Deletions 1 = Stolen 2 = Lost 3 = Salvage 4 = Destroyed by Fire 5 = Other 6 = Trade In 7 = Transfer

Column	
81 - 84	**Equipment Code** See Equipment Code List
85 - 88	**Room ID Location at Site**
89 - 95	**Purchase Amount**

For Further Instructions Refer to the Equipment Inventory Loadsheet Instruction Manual.

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OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

FRANCIS TUTTLE, DIRECTOR • 1515 WEST SIXTH AVE., • STILLWATER, OKLAHOMA 74074 • A.C. (405) 377-2000

August 15, 1984

M E M O R A N D U M

TO: Superintendent of Schools with Vocational Programs

FROM: Francis Tuttle, State Director

SUBJECT: INVENTORY OF EQUIPMENT OWNED WHOLLY OR PARTLY BY THE STATE DEPARTMENT OF VO-TECH

Enclosed are two copies of the current state-owned equipment inventory located at your school.

Have your instructors check their inventory on the enclosed printout and make any necessary changes such as adding serial numbers, change of department and change of condition code in the appropriate column below the item.

Also enclosed is an "Inventory Adjustment Request Form" for each program. The "Inventory Adjustment Request Form" should be used to report the following:

1. Fill out Inventory Adjustment Form for all items to be salvaged.
2. Fill out Inventory Adjustment Form for all missing items: (stolen, lost, destroyed, traded-in or transferred to another school).
3. All Inventory Adjustment Forms must be signed by the Superintendent and sent to the Equipment Pool Division for processing.

Please complete the inventory, keep the carbon copy for your records, and return the original and any "Inventory Adjustment Request Forms" to the Equipment Pool by October 15, 1984 to the following address:

State Department of Vo-Tech
Equipment Pool Division
1500 West Seventh Avenue
Stillwater, OK 74074

The District Supervisors for each occupational area will visit each school reporting shortages and/or requesting permission to salvage or transfer and make a recommendation of action to be taken.

If you have any questions concerning the inventory, please contact the Equipment Pool personnel at (405) 377-2000, ext. 344 or 346.

Thank you for your cooperation in maintaining and up-dating the state inventory.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

82-000704

OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION
FRANCIS TUTTLE, DIRECTOR • 1500 WEST SEVENTH AVE., • STILLWATER, OKLAHOMA 74074 • A.C. (405) 377-2000

ANNUAL UPDATE OF INVENTORY OF STATE-OWNED EQUIPMENT
Instructions for Vocational Instructors
August 15, 1984

We suggest each instructor check their inventory on the double-spaced printout and make any necessary changes in the appropriate column below the item.

1. Make sure all items are there as shown for your department.
2. Change description if necessary.
3. Check serial numbers and change if incorrect.
4. Add serial numbers if not shown.
5. Change department if transferred permanently within school.
6. Check condition code and change to your recommendation.
   A. 1-excellent, 2-good, 3-fair, 4-poor, and 5-salvage.

Inventory Adjustment Form

1. Fill out the Inventory Adjustment Form for all items to be salvaged.
2. Fill out the Inventory Adjustment Form for all missing items: (stolen, lost, destroyed, transferred to another school or trade-in requests).
3. All Inventory Adjustment Forms must be signed by the high school superintendent and sent to the Equipment Pool Division for processing.
4. Return the completed copy of the computer printout to the Equipment Pool Division by October 15, 1984

The District Supervisors for each occupational area will visit each department reporting shortages and/or requesting permission to salvage or transfer and make a recommendation of action to be taken.

If you have any questions concerning the inventory procedure, please contact the Equipment Pool personnel at (405) 377-2000, ext. 344 or 346.

Thank you for your cooperation in maintaining and up-dating the state equipment inventory.

BH:bc

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

20-003 S
(Rev. 10-76)

OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION
1515 West Sixth Avenue — Stillwater, Oklahoma 74074 — 1-405-377-2000

INVENTORY ADJUSTMENT REQUEST FORM

Please use separate disposition request for each vocational program and return the completed request to the State Vo-Tech Equipment Pool. If you have any questions concerning this request form please contact the State Equipment Pool at 1-405-377-2000 x346

Indicate reason for requesting inventory adjustment under the 'Reason for Inventory Adjustment Request' stolen, salvage, traded in, transferred, other.

A description of replacement items must be reported on or attached to this form before an inventory adjustment will be made on missing or traded in items.

	Description of Equipment *	Serial#	State ID#	Date Purchased	Acq. Cost	Reason for Inventory Adjustment Request	50%-100% State Owned	Cond. Code	Recommended Action (State Sup/Cord.)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

*A description including serial number, purchase date, acquisition cost etc. may be obtained from your school's copy of Vo-Tech computer printout

Remarks: _____

_____

REQUESTED BY: _____
Name of School Department

_____
Signature of School Supt. Date

APPROVED BY: _____
Ass't State Coordinator AVTS/MDTA Date

_____
Supervisor of Occupational Area Date

_____
State Supervisor/Coordinator Date

_____
State Supervisor, Equipment Pool Date

82-001184

REPORT 808500
19 APR 84

STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION
EQUIPMENT INVENTORY DETAIL REPORT

INSTRUCTOR 16422
JOYCE OSMUS

44XC34745 OKLA NORTHWEST AVTS-FAIRVIEW 070008 HEALTH SERVICE CAREERS

ID NUMBER	X	DESCRIPTION	SERIAL NUMBER	DIV	PUR DATE	ROOM ID	AMOUNT	FUND	SR	FCT	CLAIM	CLASS	OBJ	TRAN DATE	EQUIP CODE	CONC
12C96	1	DYNA MED DHL0105 RESUSCI-ANNE		03	1173		266.75	0174	88	11				7506	6533	4
17873	1	SIMMONS HOSPITAL BED W/MATTRS		03	0672		219.00	0172	88	11				7606	6508	2
17874	1	SIMMONS HOSPIT BED W/MATTRESS		03	0672		219.00	0172	88	11				7606	6508	2
17875	1	SIMMONS HOSPIT BED W/MATTRESS		03	0672		219.00	0172	88	11				7606	6508	2
17876	1	SIMMONS HOSPIT BED W/MATTRESS		03	0672		219.00	0172	88	11				7606	6508	2
17877	1	CLAY-ADAMS SEXLESS TORSO		03	0672		558.60	0172	88	11				7606	6533	2
17880	1	SUZIE SIMON ADULT DOLL		03	0672		269.50	0172	88	11				7606	6533	3
17882	1	CLAY-ADAMS ANATOMICAL CHARTS		03	0472		222.22	0172	88	11				7606	6508	2
17883	1	CLAY-ADAMS S-8005A SKELETON		03	0472		383.13	0172	88	11				7606	6533	2
17885	1	SUPER-8 FILM LOOP PROJECTOR	402765	03	0672		151.13	0172	88	11				7606	6703	2
17886	1	B/H 1552 OVERHEAD PROJECTOR	1333025	03	0672		634.00	0172	88	11				7606	6703	2
74516	1	AA-1400 RECORDING RESUSCI ANNE	36831	03	0661		1089.00	0181	95	11	12463	5122	298	8106	6533	1
86327	1	LF102UA BLOOD PRESSURE SIMULATOR		03	0383		600.33	0183	95	11	08020	5122	234	8303	6533	1

T O T A L HEALTH SERVICE CAREERS 5050.91

IF THIS EQUIPMENT IS NOT SHOWN IN THE PROPER PROGRAM, OR FOR THE CORRECT INSTRUCTOR,
PLEASE INDICATE THE CORRECT INSTRUCTORS NAME BY THE ITEM.

PENNSYLVANIA DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333

May 9, 1985

Dr. Roy Thomas
Director
Research Coordinating Unit
Marshall University
Huntington, WV 25701

Dear Dr. Thomas:

Enclosed is a copy of the Procedures for Funding the Acquisition of Vocational Instructional Equipment [Vocational Equipment Act of 1984, Act 107 (24 P.S. 5801 to 5810)] (page 5, items 6 and 7, page 11, item 3) and checklist (items 10 and OPTIONAL) which recognizes the potential of vocational equipment pools which you inquired about in your April 12, 1985 memorandum to the Pennsylvania Vocational Director.

Please call (717) 787-5293 if I can be of further assistance.

Sincerely,

Bill Krash

Bill Krash
Coordinator of Adult Vocational Education

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ATTACHMENTS

A. Standard Contract for Funds Administered by the Bureau of Vocational Education

B. Application for Vocational Education Program Funds

C. Equipment Acquisition Form (PDE 1059)

D. Maintenance of Effort Certification (PDE 2027)

E. Commonwealth of Pennsylvania SDA Listing

PROCEDURES FOR FUNDING THE ACQUISITION OF VOCATIONAL INSTRUCTIONAL EQUIPMENT

ACT 107 OF 1984

A. PURPOSE

State funds have been authorized under the Updating of Vocational-Technical Equipment Act of 1984 [Act 107 (24 P.S. 5801 to 5810)] for area vocational-technical schools (AVTS), community colleges, and school districts which are not participating members of an AVTS, to be used exclusively for the purchase or lease of new vocational-technical equipment and the upgrading of existing vocational-technical equipment. The financing of Act 107 is a result of the Economic Development Bond Issue that received approval from the citizens of the Commonwealth on April 10, 1984.

These funds are intended to assist eligible education agencies to replace equipment that is worn out or obsolete to ensure relevant occupational training for secondary, postsecondary and adult students. These funds can be used to purchase or lease equipment that will expand the curriculum of existing programs and to initiate new job training programs.

Act 107 funds will assist education agencies to maintain pace with advancing technologies, as they impact on occupations within the labor market areas. Careful planning for use of these funds should place the education agency in an improved position to provide customized training to industry.

The new instructional equipment should improve (1) the training of secondary and postsecondary students for entry-level jobs, (2) the retraining of dislocated workers and underemployed adults who need to improve their quality of life and (3) the updating or training of displaced homemakers who desire to re-enter the labor force.

B. ELIGIBLE INSTITUTIONS

The following education institutions are eligible to apply for the equipment funds available under the Updating of Vocational-Technical Equipment Act of 1984 (Act 107):

1. Area vocational-technical schools (AVTS) and school districts that are not participating members of an AVTS that provide PDE-approved vocational-technical courses to secondary and adult students.

2. Community colleges with vocational-technical programs approved under Act 484 of 1963.

C. PROPOSAL SUBMISSION AND CHANGE REQUEST PROCEDURES AND DEADLINES

Each agency must submit one or more proposals between July 1, 1984 and November 30, 1986 in order to receive funds which have been reserved for the agency. An original and four copies of each proposal, including all support letters, shall be submitted to the appropriate Bureau of

Vocational and Adult Education (BVAE) regional office as soon as possible, but no later than November 30, 1986. At least one copy must have original signatures on the Standard Contract. The proposal(s) will be processed as soon as all components are intact.

To ensure efficient and effective use of Act 107 funds, requests for changes in an approved contract are permitted. If a request for change is necessary, it should be made in writing to the appropriate regional field office at least 60 days prior to the end of the contract period. A change request must reference both the contract number and the agency number within the request for change and must include a revised copy of the Equipment Acquisition Form (Attachment C).

If the change request involves a shift to training for occupations not included in the initial application, the change request must document support from the local Private Industry Council (PIC) for the change.

D. REQUIREMENTS/NARRATIVE

In each application, the appropriate school district, area vocational-technical school or community college must document that:

1. The equipment will be used within courses/programs that have a current PDE approval, or for which approval has been requested, and will be used to provide skills in demand in the labor force. Documentation must be provided by published labor market data, local labor market surveys or analyses, placement rates in specific occupations,

or support from specific employers. To the extent that labor market data or analyses are used for documentation, the dates on which these studies were conducted should be provided. In addition, a letter of support from the PIC and a letter from the chairperson of each pertinent advisory/craft committee (PA SC 6.21(c) and 42.54) are required.

2. The funds will be expended only for equipment to be used for instruction within PDE-approved vocational-technical courses/programs -- as approved within the VEMIS system (secondary education courses) or under Act 484 of 1963 (two-year or less than two-year postsecondary terminal non-liberal-arts programs);

3. The funds shall not be used to supplant existing Federal, State or local funds used for equipment acquisition and upgrading. Fund applicants shall report their average annual expenditures for vocational-technical equipment for the fiscal years 1981-1982, 1982-1983 and 1983-1984, and shall certify that their average annual expenditures from funds other than those appropriated by this act for the fiscal years 1984-1985, 1985-1986 and 1986-1987 will equal or exceed the average annual expenditures for the fiscal years 1981-1982, 1982-1983 and 1983-1984 (See Attachment D);

4. The funds will not be used as matching funds for any other state program, including the community college capital equipment program, the Ben Franklin Partnership Program and any other State equipment program requiring matching funds; and

5. An equipment repair and replacement plan that would ensure the continual utilization of contemporary equipment within the instructional program is being administered within the education agency. An equipment repair and replacement plan is mandatory under PA SC 6.12(b)(6) and 42.52(c)(6).

6. The recipient of equipment funds is encouraged to enter into equipment sharing agreements with other government-sponsored vocational training providers for the use of the equipment. Such cooperative arrangements shall be described within the proposal narrative, or if none exist, justification should be provided.

7. Also, it is strongly recommended that recipients explore the full range of opportunities to maximize the use of funds through group purchasing plans and/or state contracting procedures. PDE will review proposed equipment lists to determine if significant quantities of similar units, such as specialized computer equipment, electronic equipment, etc., have been identified for purchase. If significant quantities of similar units are identified, equipment purchase "alerts" may be issued to encourage recipient to purchase items cooperatively.

E. PRIVATE INDUSTRY COUNCIL REVIEW

The proposal(s) submitted to the BVAE regional office must include a letter of support from the PIC which serves the community in which the education agency is located or a copy of a letter from the education agency to the PIC (Attachment E), requesting PIC support and forwarding a copy of the proposal for PIC review. It shall be the responsibility of the PIC to review each equipment acquisition proposal and to submit to the BVAE regional office, within 90 days from the date it receives the documentation, its comments on the appropriateness of the proposed equipment plans, in light of labor market needs and other existing or planned training programs.

If the letter of support is not received from the PIC within the 90-day period, PIC support will be assumed, and the BVAE regional office will forward the proposal to Harrisburg for final processing.

If the PIC letter is not supportive, the PDE will review the scope and reasons for non-support and will negotiate a revised proposal with the eligible recipient. The final decision to approve or disapprove rests with PDE. The PIC will receive notification of the final decision.

F. TECHNICAL ASSISTANCE

Technical assistance in preparing the contract packet and in identifying appropriate equipment is available, upon request, from the BVAE regional offices.

Western - 412-238-9526

Central - 717-966-1024

Eastern - 215-434-4420

In addition, if consultation on advanced technology equipment is sought, staff at the following Ben Franklin Advanced Technology Centers may be willing to assist.

Northeast Tier ATC	215-861-7900
ATC of Southeastern Pennsylvania	215-387-2255
Western Pennsylvania ATC	412-478-2940
ATC of Central/Northern Pennsylvania	814-863-0532

G. SUPPORT LEVEL/PAYMENT SCHEDULE/CONTRACT PERIOD

1. Support Level

The support level for the equipment proposals is 100 percent of total eligible expenditures (Section H). The allocation reported by PDE to each eligible education agency represents the total funds available to the agency under Act 107. Since the Legislature intends that all appropriated

funds be expended for the stated purpose, Act 107 funds may be matched, if necessary, with other private, local or federal funds to insure total utilization of the education agency's allocation.

2. Payment Schedule

The grant to each school district and area vocational-technical school is determined by dividing the number of secondary and adult vocational enrollments of a school by the sum of all secondary and adult enrollments for the state and multiplying the result by the total amount allocated within Act 107 for secondary and adult enrollments ($14,850,000). The secondary and adult enrollment used are those from the 1982-83 VEMIS report, excluding consumer and homemaking programs. Final grant amounts were derived by aggregating individual grant amounts of districts to an AVTS level when the district participates in an AVTS. Only school districts which do not participate in an AVTS receive a separate grant allocation.

The community college grant amounts were determined by dividing the 1982-83 audited actual equivalent full-time, terminal, non-liberal arts stipend enrollment of a community college by the same figure totaled for all community colleges and multiplying by $12,150,000, which is the amount allocated to community colleges within Act 107.

Each eligible agency may submit more than one contract for its allocation as long as the total of the amounts requested in multiple contracts does not exceed the agency's total allocation. The total amount of each contract will be provided to the agency via wire transfer upon approval of each individual contract.

3. Contract Period

The contract dates should be between July 1, 1984 to June 30, 1987. Agencies are urged to encumber the total allocation as soon as possible, but they must encumber all funds by June 30, 1987 or the last day of the contract, whichever comes first.

Funds not encumbered or expended by June 30, 1987 will be returned to the Commonwealth. Within 90 days following the completion of each contract, a final financial report (Attachment C) must be filed with PDE.

H. ELIGIBLE EXPENDITURES

Funds shall be used exclusively for the purchase or lease of vocational-technical equipment to provide occupational skills needed in the labor market, and for the following associated costs:

- freight charges,
- installation fees (including wires and cables), and
- basic computer software (when normally included within the purchase of the equipment package).

The cost of maintenance contracts are considered to be operational expenses and must be borne by the eligible education agency.

I. APPLICATION ELEMENTS

An original and four copies of the following shall be provided in the order listed:

1. Signed Standard Contract, PDE 3501 (Attachment "A")

2. Project Application Form, PDE 3032 (Attachment "B")

   Under "STATE FUNDS", check "Advanced Tech. Equip."

3. Equipment Acquisition Form, PDE 1059 (Attachment "C")

4. Narrative (See Part D.), including documentation of the need for the skills in the labor market.

5. Maintenance of Effort Certification (Attachment "D")

6. Letters of Support from Advisory Committee Chairpersons

7. Copy of Letter from Eligible Education Agency Transmitting Proposal to the PIC

8. PIC Letter Reacting to Proposal

J. REPORTING OBLIGATION

On a form to be provided by PDE, the recipient of funding shall submit to PDE information that includes the following:

1. the number of persons trained on the equipment (by major vocational program area);

2. the job placement rate of persons trained (by major vocational program area); and

3. the number of equipment sharing agreements entered into by recipients with other vocational training providers.

The preceding information will be provided in accordance with the following schedule:

January 31, 1986,
January 31, 1987, and
September 30, 1987.

In addition, the Equipment Acquisition Form (Attachment C) will serve as the Final Expenditure Report, which will be submitted to PDE as soon as all funds have been expended, but no later than September 30, 1987.

ATTACHMENT A

PDE USE ONLY	CONTROL CODE				SCHOOL I.D.							STARTING DATE				PAYMENT		
	PROG.	PROJECT	DETAIL	FY	TYPE	I.U.	CTY.	UNIT	CLASS	FUND	%	MON	DAY	YR	COST CENTER	TOTAL	BACK	LEFT

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF EDUCATION

STANDARD CONTRACT FOR FUNDS ADMINISTERED BY THE BUREAU OF VOCATIONAL EDUCATION

Check One Box: NUMBER: _____

- [ ] Appalachia Regional Commission Funds
- [ ] Federal Adult Basic Education Funds
- [ ] Federal Vocational Education Funds
- [ ] State Vocational Education Funds
- [ ] Other (Identify)

Directions: Contractor/Eligible Recipient to Complete only Blanks Marked (X-)

I. This contract is made and entered into this _____day of _____, 19___, by the Department of Education of the Commonwealth of Pennsylvania, hereinafter called the Department and (X-) _____, hereinafter called Contractor/Eligible Recipient. For and in consideration of Department approval of Rider A and funding thereunder, Contractor/Eligible Recipient agrees to the terms of this contract and to furnish all certified personnel, facilities, materials and other services (in consultation with the Department) needed to perform the services described in Rider A. The following Riders are hereby incorporated into this contract:

Rider A - Program Application No:_____
Rider B - Terms and Conditions (See p. 2 of Contract)

II. The period of this Contract shall be from _____, 19__, to _____, 19___.

III. The undersigned authorized representative of the Contractor/Eligible Recipient, hereby certifies that the governing body (bodies) has adopted the terms of this contract and has authorized him/her to act in its behalf to file Rider A with the Department, and the same is recorded in the meeting held on (X-)_____ _____, 19___. To the best of his/her knowledge, the authorized representative also hereby certifies that all information contained in Rider A is true and correct.

Authorized Representative for the Contractor/Eligible Recipient:

(X-) _____ (X-) _____ (X-)_____
Name and Title - Typed Signature Date

For the Department:

_____ _____ _____
Signature - Authorized Reviewer Signature - Authorized Official Date

_____

Rider A - Appended

PDE-3501 (1/84)

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Rider B - Terms and Conditions

The Contractor/Eligible Recipient hereby agrees and represents that:

A. If the Contractor/Eligible Recipient is an LEA (Local Educational Agency), the control of funds to be provided under this contract and title to property derived therefrom, shall be in a public agency for the uses and purposes provided in this Title, and that a public agency will administer such property and funds and apply them only for the purposes for which they are granted under Rider A.

B. The Contractor/Eligible Recipient will make an annual report and such other reports to the Department in such form, at the designated times and under such conditions as may reasonably be necessary to enable said Department to perform its duties under this Title including the supplying of information relating to the educational achievement of students participating in programs carried out under this Title.

C. The Contractor/Eligible Recipient will keep such records and afford access thereto as the Department may find necessary to assure the correctness and verification of such reports mentioned in paragraph B above.

D. Unless otherwise agreed to by the Department, payments against this Contract will be made by the regular scheduled payment system with 20 percent being withheld pending final accounting for the contract. In contracts approved to Intermediate Units and AVTS's, there will be no withholding of the 20 percent of the approved budget.

E. A Final Expenditure Record and Report, PDE 2011 and PDE 2012 (formerly DEBE 1360 series), will be filed with the Bureau of Vocational Education within 90 days after termination date of this agreement, except in the case of contracts funded with Adult Basic Education Funds, the report will be filed within 60 days after the termination date of this agreement. Final payment will be made by the Department of Education Comptroller based on an audit of the final expenditure record and report.

F. The activities conducted under this contract during the fiscal year and term of this contract will be carried out in accordance with the applicable current court order or desegregation plan filed with the United States Department of Education (where Assurance of Compliance HEW 441 has not already been filed), and that all other activities will be carried out on a nondiscriminatory basis in accordance with applicable Federal Regulations and the Regulations of the Pennsylvania Human Relations Commission (16 Pa. Code Ch. 49.)

G. The development and execution of the program outlined in Rider A and subsequent reimbursement for such program by the Department will be in accordance with the Rider A provisions as finally approved and amended and shall comply, where applicable, with the provisions of all federal and state laws, the official regulations pertaining thereto, program guides issued by the United States Department of Education and guidelines and instructions issued by the Pennsylvania Department of Education. This grant is subject to the provisions of pertinent federal, state and local laws and regulations and amendments thereto.

H. The Contractor/Eligible Recipient shall perform its duties under this contract as an independent contractor and shall provide public liability, property damage and workmen's compensation insurance, insuring as they may appear, the interest of all parties to this contract against any and all claims which may arise out of the Contractor's/Eligible Recipient's operations under the terms of this contract. The Contractor/Eligible Recipient shall accept full responsibility for the payment of premiums for workmen's compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees who are performing services specified by this contract.

I. The Contractor/Eligible Recipient agrees to indemnify, defend and save harmless the Commonwealth, its officers, agents and employees from: (i) any and all claims and losses accruing or resulting to any and all parties, including contractors, materialsmen, laborers and any other persons, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this contract; (ii) any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured in the course of the Contractor's/ Eligible Recipient's performance of this contract; and (iii) any liability, including costs and expenses, for violation of proprietary rights, or right of privacy, arising out of the publication, translation, reproduction, delivery, performance use or disposition of any data furnished under this contract or based on any libelous or other unlawful data contained in such data.

J. Any subsequent written commitment of the Contractor/Eligible Recipient made to the Department within the scope of this contract shall be binding upon the Contractor and it may be incorporated into this contract by rider or amendment to this contract.

K. If requested, the Contractor/Eligible Recipient shall deliver to the Pennsylvania Department of Education background material prepared or obtained by the Contractor/ Eligible Recipient incident to the performance of this contract. Background material is defined as original work papers, notes and drafts prepared by the Contractor/Eligible Recipient to support the data and conclusions in Rider A, comparability reports, other final reports and includes completed questionnaires, etc., and materials in electronic data processing form, computer programs, other printed materials, pamphlets, maps, drawings and books, acquired by the Contractor/ Eligible Recipient during the term of the contract and directly related to the services being rendered thereunder.

L. No officer, member or employee of the Commonwealth, and no member of its General Assembly who exercises any functions or responsibilities under this contract, shall participate in any decision relating to this contract which affects his or her personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any such officer, member or employee of the Commonwealth and no member of its governing body have any interest, direct or indirect, in this contract or the proceeds thereof.

M. Non-Discrimination Clause

During the term of this contract, Contractor/Eligible Recipient agrees as follows:

1. Contractor/Eligible Recipient shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap.

   Contractor/Eligible Recipient shall take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

Contractor/Eligible Recipient shall post in conspicuous places, available to employees, agents, applicants for employment and other persons, a notice to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.

2. Contractor/Eligible Recipient shall in advertisements or requests for employment placed by it or on its behalf state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.

3. Contractor/Eligible Recipient shall send each labor union or worker's representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representative of its commitment to this non-discrimination clause. Similar notice shall be sent to every other source of recruitment regularly utilized by Contractor/Eligible Recipient.

4. It shall be no defense to a finding of noncompliance with the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission or this non-discrimination clause that Contractor/Eligible Recipient had delegated some of its employment practices ro any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the Contractor/Eligible Recipient was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

5. Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that Contractor/Eligible Recipient will be unable to meet its obligations under the Contract Compliance Regulations ussued by the Pennsylvania Human Relations Commission, or this non-discrimination clause, Contractor/Eligible Recipient shall then employ and fill vacancies through other non-discriminatory employment practices.

6. Contractor/Eligible Recipient shall comply with the Contract Compliance Regulations of the Pennsylvania Human Relations Commission, 16 Pa. Code Chapter 49 and with all laws prohibiting discrimination in hiring or employment opportunities. In the event of Contractor's/Eligible Recipient's noncompliance with the non-discrimination clause of this contract or with any such laws, this contract may, after hearing and adjudication, be terminated or suspended, in whole or in part, and Contractor/Eligible Recipient may be declared temporarily ineligible for further Commonwealth contracts, and such other sanctions may be imposed and remedies invoked as provided by the Contract Compliance Regulations.

7. Contractor/Eligible Recipient shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency and the Human Relations Commission, for purposes of investigation to ascertain compliance with the provisions of the Contract Compliance Regulations, pursuant to §49.34 of those Regulations. If Contractor/Eligible Recipient does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting agency or the Commission.

8. Contractor/Eligible Recipient shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.

9. Contractor/Eligible Recipient shall include the provisions of this non-discrimination clause in every subcontract, so that such provisions will be binding upon each subcontractor.

10. The terms used in this non-discrimination clause shall have the same meaning as in the Contract Compliance Regulations issued by the Pennsylvania Human Relations Commission, 16 Pa. Code Ch. 49.

11. Contractor/Eligible Recipient obligations under this clause are limited to the Contractor's/Eligible Recipient's facilities within Pennsylvania, or, where the contract is for purchases of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

N. If any copyrightable material is developed in the course of this contract, the Department shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use and, to authorize others to use, the work for state government purposes.

O. The Contractor/Eligible Recipient covenants that in the performance of this contract, it shall not knowingly employ any person having any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor/Eligible Recipient further certifies that no member of the board of the Contractor/Eligible Recipient or any of its officers or directors have such an adverse interest.

P. Termination of Contract: If, through any cause, the Contractor/Eligible Recipient shall fail to fulfill in timely or proper manner its obligations under this contract, or if the Contractor/Eligible Recipient shall violate any of the covenants or terms of this contract, the Department shall thereupon have the right to terminate this contract by giving written notice to the Contractor/Eligible Recipient of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In that event, all finished or unfinished documents, data studies, photographs and reports or other material prepared by the Contractor/Eligible Recipient under this contract shall, at the option of the Department, become its property and the Contractor/Eligible Recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Notwithstanding the above, the Contractor/Eligible Recipient shall not be relieved of liability to the Department for any audit exceptions or for damages sustained by the Department, in any manner or degree, by virtue of the performance of Contractor's/Eligible Recipient's services hereunder. In addition, this Contract may be cancelled by the Department upon ninety days notice in writing delivered by mail or in person to Contractor's/Eligible Recipient's authorized representative or his/her successor. It is further agreed that in the event that reimbursement from state and federal sources is not obtained or continued at an aggregate level sufficient to allow for the purchase of the indicated quantity of services in Rider A, the obligations of each party hereunder shall thereupon be terminated, provided that any termination of this contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

Q. The Contractor/Eligible Recipient shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Department thereto, which shall be attached to the original contract, and subject to such conditions and provisions as the Department may deem necessary. No such approval by the Department of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Department in addition to the total agreed-upon price: Provided, however, that claims for compensation due or to become due the Contractor/Eligible Recipient from the Commonwealth under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Department. The official who is authorized to give approval for the Department is the State Director of Vocational Education or his/her authorized representative.

R. The Contractor/Eligible Recipient warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission, percentage, brokerage or contingent fee (excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor/Eligible Recipient for the purpose of securing business). For breach or violation of this warranty, the Commonwealth shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

S. In carrying out this contract, the Contractor/Eligible Recipient shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations. (Clean Streams Law, Act of June 22, 1937, P.L. 1987, as amended; the Pennsylvania Solid Waste Management Act, Act of July 31, 1968, P. L. 788; and the Water Obstructions Act, Act of June 25, 1913, P.L. 555, as amended.) (This clause does not apply to any project that does not have an environmental component.)

T. No funds provided under this contract may be obligated or expended prior to the beginning of the authorized funding period, indicated in above referenced Attachment A, as determined by the Pennsylvania Department of Education.

U. All questions or disputes arising between the parties hereto respecting any matter pertaining to this Contract or any part thereof or any breach of contract arising thereunder shall be referred to the Secretary of Education (under procedures which can be found at 1 Pa. Code §31.1 et seq.). Settlement of disputes under this provision must be prior to the final payment to Contractor/ Eligible Recipient.

V. All funds received under this contract shall be used to supplement and not supplant funds normally budgeted from state or local sources for planning or operation of services of the same type.

W. Notwithstanding paragraphs "I" and "P", the Contractor/Elibible Recipient shall not be responsible to the Department when all of the following conditions occur:

1. an audit exception is made or damages are sought by the United States Department of Education based on (2) below;

2. the Pennsylvania Department of Education's approval of a program operated under Rider A;

3. which program is run by the Contractor/Eligible Recipient in accordance with said approval;

4. the Contractor/Eligible Recipient has already spent the monies (provided hereunder) on the program as it was approved; and

5. the Department of Education's approval was based on facts set forth in the Contractor's/Eligible Recipient's Rider A program application that on their face were not in compliance with applicable state and federal law.

Provided, however, the above liability exemption of the Contractor's/Eligible Recipient's does not apply when approval by the Department of Education of the program was based on a fact or facts set forth in the Rider A program application that were fradulently, negligently, or otherwise incorrectly represented or when approval resulted from the nondisclosure of relevant facts by the Contractor/ Eligible Recipient to the Department.

Contract approved as to form and legality:

_____
Office of General Counsel

_____
Office of Attorney General

ATTACHMENT B

The Pennsylvania Department of Education, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to The Affirmative Action Officer, 503/504 Coordinator and Title IX Coordinator, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17108.

PDE USE ONLY

APPROVED CONTRACT NUMBER:

COST CENTER:

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF EDUCATION

APPLICATION FOR VOCATIONAL EDUCATION PROGRAM FUNDS

PDE 3032 (formerly DEBE 131)

CHECK appropriate block for major category of funds requested. Also CIRCLE sub-category of funds, where applicable.

FEDERAL FUNDS

SUBPART 2

- ☐ Secondary — Regular; Work Study; Co-op
- ☐ Disadvantaged — Limited English Speaking; Secondary/Section 110b; Corrections Ed - Adult; Corrections Ed - YDC & YFC; Postsecondary/Adult
- ☐ Postsecondary/Adult — Pool Training Programs (less than 500 hours); Pool Training Programs (more than 500 hours); Displaced Homemakers; New Training Programs; Equipment Purchase/Rental
- ☐ Handicapped — Secondary; Postsecondary/Adult
- ☐ Vocational Student Organization(s)
- ☐ Industrial Arts

SUBPART 3

- ☐ Guidance, Counseling & Placement — Secondary: Regular, Disadvantaged, Handicapped; Corrections Education; Postsecondary/Adult
- ☐ Research
- ☐ Sex Equity
- ☐ Exemplary
- ☐ Curriculum Development — Regular; Disadvantaged; Handicapped
- ☐ Personnel Development — Regular; Disadvantaged; Handicapped

SUBPART 4

- ☐ Special Programs for Disadvantaged

SUBPART 5

- ☐ Consumer & Homemaking (Ancillary)
- ☐ Consumer & Homemaking (Depressed)
- ☐ Consumer & Homemaking (Non-Dep.)

STATE FUNDS

- ☐ Health Occupations — LPN; Other
- ☐ Curriculum Development — Regular; Disadvantaged; Handicapped
- ☐ Personnel Development — Regular; Disadvantaged; Handicapped
- ☐ Sex Equity
- ☐ Economic Development — CJT; Other
- ☐ Advanced Tech. Equip.

APPROVED FUNDS	
(Detailed Budget Attached) REQUESTED TOTAL	$
(PDE USE ONLY) APPROVED TOTAL	$

INSTRUCTIONS: Submit original and FOUR copies. See Guidelines for Application of Program Funds for detailed instructions.

PROPOSAL TITLE

PERIOD DURING WHICH OBLIGATIONS MAY BE INCURRED — From ____ Through ____

EDUCATIONAL AGENCY

ADDRESS

LEA PROPOSAL CONTACT PERSON

TELEPHONE NUMBER

CONTRACT NUMBER (If this is a continuation of a previously approved contract)

VOCATIONAL FIELDS AND PROGRAM PARTICIPANTS OR BENEFICIARIES

VOCATIONAL FIELD	PROGRAM PARTICIPANTS OR BENEFICIARIES									
	SECONDARY		POST SECONDARY Associate Degree Only		ADULT Less than 500 Short Term		ADULT + 500 hrs. Long Term		NON-PUBLIC ENROLLMENT	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Agriculture										
Marketing & Distribution										
Health Occupation										
Occupational Home Economics										
H.E. (Cons. & Homemaking)										
Industrial Arts										
Office Occupations (Business Education)										
Technical Education										
Trades & Industrial Occupations										
Other Vocational Instruc. or Services										
(Identify below)										

The assurance of compliance with Title VI of the Civil Rights Act of 1964 Dated ____ applies to this application.

The assurance of compliance with Title IX, Education Amendements of 1972 by our agency dated ____ applies to this application.

Agency is in compliance with Section 504 of the 1973 Rehabilitation Act which prohibits discrimination against the handicapped in programs that receive Federal monies. ☐ Yes ☐ No (Check One)

GOALS and SUBGOAL(S) this application is addressing in accordance with Pennsylvania State Plan for Vocational Education are:

GOAL(S) NO.(S) ____ SUB GOAL(S) - NO.(S) ____

LOCAL APPROVALS

SIGNATURE, PERSON RESPONSIBLE FOR CONTRACT PROPOSAL — DATE

REVIEW

SIGNATURE, BVAE STAFF RESPONSIBLE FOR CONTRACT PROPOSAL — DATE

PDE 3032 Becomes attachment "A" to the Legal Contract.

BEST COPY AVAILABLE

INSTRUCTIONS: Applicant to insert entries on the "Proposed Expenditures" lines under each appropriate heading (These figures are obtained from the attached detailed budgets)

SECONDARY INSTITUTIONS ONLY:
To preclude duplicate reporting of local matching for Instructional salaries, please indicate in the block below, the amount included in the proposed expenditures, local column, which also is being reported on the PDE 5023, Basic Data For District School Personnel.

$

= (All applicants must complete this block, if not applicable, enter zero)

ITEMS	SHARE OF PROPOSED EXPENDITURES			TOTALS
	LOCAL	STATE	FEDERAL	
Instructional Salaries				
Proposed Expenditures				
Approved Amounts				
Employer Share of Employe's Benefits				
Proposed Expenditures				
Approved Amounts				
Equipment				
Proposed Expenditures				
Approved Amounts				
Other (Include all items not identified above)				
Proposed Expenditures				
Approved Amounts				
TOTALS				
TOTAL PROPOSED EXPENDITURES				
TOTAL APPROVED AMOUNTS				

MANDATED MATCHING REQUIREMENTS _____ % and _____ % = 100%
Total Non-Federal Total Federal

(Indicate percentage obtained from matching support table in the Vocational Education Guidelines)

ACTUAL MATCHING REQUIREMENTS _____ % and _____ % = 100%
Total Non-Federal Total Federal

(Indicate proposed/approved matching percentage)

ROUNDING FIGURES

All amounts must be rounded to the nearest dollar for budgeting purposes.

ATTACHMENT C

EQUIPMENT ACQUISITION FORM
(Act 107 of 1984)

For Budget Revision Request
or Final Expenditure Report

(1) Contract No. _____
(2) Administrative Unit No. _____

(3) Total Agency Allocation _____
(4) Allocation Request for This Contract _____

(5) _____ Agency
(6) _____ Contact Person
(7) _____ Phone Number

___ (8) Original Request ___ (9) Revision ___ (10) Final Expenditure Report

PDE-Approved Course/ Program and CIP Code* (11)	Equipment Description (12)	Type of Acquisition (13)	Unit Cost (14)	Quantity (15)	Gross Cost (16)	Shipping, Installation, Basic Software (17)	Budget Totals** (18)	Final Expen-ditures*** (19)
	(20) TOTAL COSTS							

(21) CERTIFICATION OF EXPENDITURES: I certify the above information is correct.

DATE _____ LOCAL INDIVIDUAL RESPONSIBLE FOR FUNDS (TYPED AND WRITTEN SIGNATURES)

*Classification of Instructional Programs Code
**Place a "P" after the cost of any equipment item partially paid with local funds and indicate in a footnote the amount paid with local funds.
***Please be advised that it is the responsibility of the recipients of Act 107 funds to maintain the necessary documentation for future audit purposes, i e. date of purchase order, date of payment, check number, vendor, etc.

PDE 1059

BEST COPY AVAILABLE

Instructions for Completing the Equipment Acquisition Form

Please be advised that the Equipment Acquisition Form is a multi- purpose form and should be used for the following purposes:

a) As the budget sheet in the application for funds.
b) As a budget revision request.
c) As the final expenditure report.

Please type (to ensure legibility) all information requested in the form.

I. Use of the Form as the Budget Sheet

Item No.	Instructions
1 & 2	Not to be completed when using the form as the budget sheet.
3	Enter the total of Act 107 funds allocated to your AVTS, school district or community college.
4	Enter the amount of Act 107 funds being requested for this contract.
5	Enter the name of the AVTS, school district or the community college.
6 & 7	Enter the name and telephone number of the contact person responsible for the completion of the form at the AVTS, school district or the community college.
8 - 10	Place an (X) in item #8.
11	Enter the PDE approved course or program title for which the equipment will be used. Also, enter the classification of instructional programs code.
12	Enter a description of the equipment to be acquired. Be specific but exclude brand names. If requesting approval to acquire advanced technology equipment, type "AT" at the end of the description. The decision of whether or not equipment represents advanced technology rests with the school/college administrator. The following listing is offered as a guide.

robotics
biotechnology
specialized materials
medical devices and other scientific instrumentation
laser technology
nuclear technology
computer applications, including CAD-CAM
agriculture technology
energy-saving devices
telecommunication products
precision optics

13	Enter the appropriate acquisition code i.e. "P" for purchase, "L" for lease and "L/P" for lease purchase.
14	Enter the unit cost of the equipment to be purchased, leased or lease/purchased.
15	Enter the number of units to be purchased, leased or lease/purchased.
16	Multiply the unit cost (figure entered in column #14) with the quantity to be acquired (figure entered in column #15) and enter the product in this column (column #16).
17	Enter the sum of costs for shipping, installation and the software to be acquired for use with the equipment (hardware) listed in column #12.
18	Enter the sum of the figures in columns 16 and 17.
19	Not to be completed when using the form as the budget sheet.
20	Enter the sums of figures entered in columns 16, 17 and 18. Check all calculations for mathematical accuracy.
21	Provide the typewritten name and signature of the local individual responsible for funds.
NOTE:	The recipients of Act 107 funds are encouraged to make full use of their entire allocation, such as using any balance (agency allocation minus the budgeted cost of equipment) as a partial payment toward the cost of another whole unit of equipment. Place a "P" after the cost of any equipment (column #18) partially paid with local funds and indicate in a footnote the amount paid with local funds.

II. Use of the Form as a Budget Revision Request

Item No.	Instructions
1	Enter the contract number provided in the contract approval letter.
2	Enter the school/college administrative unit number.
3	Enter the total of Act 107 funds allocated to your AVTS, school district or community college.
4	Enter the amount of funds being requested for this contract.
5 - 7	Repeat information as reported on the form when used as the original budget sheet.
8 - 10	Place an (X) in item #9.
11 - 18	Revise entries in columns 11 - 18 as deemed desirable.
19	Not to be completed when using the form as a budget revision request.
20	Enter the sums of figures reported in columns 16, 17 and 18. Check all calculations for mathematical accuracy.
21	Provide the typewritten name and signature of the local individual responsible for funds.

III. Use of the Form as the Final Expenditure Report

Item No.	Instructions
1	Enter the contract number provided in the contract approval letter.
2	Enter the school/college administrative unit number.
3	Enter the total of Act 107 funds allocated to your AVTS, school district or community college.
4	Enter the amount of funds being requested for this contract.
5 - 7	Repeat information as reported on the form when used as the original budget sheet.
8 - 10	Place an (X) in item #10.
11 - 18	Repeat information as reported on the form when used as the original budget sheet. If a budget revision request was submitted and approved, repeat information from that document.
19	Enter the actual expenditures for items acquired including hardware, software, shipping and installation.
20	Enter the sums of figures reported in columns 16 - 19. Check all calculations for mathematical accuracy.
21	Provide the typewritten name and signature of the local individual responsible for funds.
NOTE:	The recipients of Act 107 funds are encouraged to make full use of their entire allocation, such as using any balance as a partial payment toward the cost of another whole unit of equipment. Unexpended funds, if not used for partial payment toward additional equipment, must be returned to the Pennsylvania Department of Education via a check made payable to the Commonwealth of Pennsylvania along with the final expenditure report.

BEST COPY AVAILABLE

ATTACHMENT D

MAINTENANCE OF EFFORT CERTIFICATION

VOCATIONAL TECHNICAL EQUIPMENT
APPLICABLE TO ACT 107

INSTRUCTIONS

1. Complete appropriate items in Sections I and II.

2. The form must be filed and approved prior to acceptance of applications for expenditure of funds for the 1984-85 fiscal year.

3. Forward original plus one copy to the appropriate Regional Vocational Education Field Services Office with the application for equipment funding.

4. All figures are on a cash basis. Include Federal, State and local funds received and/or expended.

5. School districts and area vocational technical schools may use the PDE 2057 as a source from which to report information. Community colleges should use equivalent documentation, such as annual financial reports submitted to the Department of Education, which illustrates the level of support for vocational education.

SECTION I

I certify that _____ has supported vocational education
(ELIGIBLE RECIPIENT/LOCAL AGENCY)
programs as indicated below:

Complete one of the following sections:

		VOCATIONAL TECHNICAL EQUIPMENT EXPENDITURES ONLY		
A. SCHOOL DISTRICTS		FY 1981-82	FY 1982-83	FY 1983-84
Local Expenditures (from PDE 2057*)		$_____	$_____	$_____
State Expenditures (from PDE 2057)		$_____	$_____	$_____
Federal Expenditures (from PDE 2057)		$_____	$_____	$_____
	TOTAL	$_____	$_____	$_____
B. AREA VOCATIONAL-TECHNICAL SCHOOLS				
Local Expenditures (from PDE 2057)		$_____	$_____	$_____
State Expenditures (from PDE 2057)		$_____	$_____	$_____
Federal Expenditures (from PDE 2057)		$_____	$_____	$_____
	TOTAL	$_____	$_____	$_____

PDE 2027 (OVER)

VOCATIONAL TECHNICAL EQUIPMENT
EXPENDITURES ONLY

C. COMMUNITY COLLEGES	FY 1981-82	FY 1982-83	FY 1983-84
Local Expenditures	$_____	$_____	$_____
State Expenditures	$_____	$_____	$_____
Federal Expenditures	$_____	$_____	$_____
TOTAL	$_____	$_____	$_____

AVERAGE ANNUAL EXPENDITURE
FOR THE THREE FISCAL YEARS $_____

SECTION II

To the best of his/her knowledge, the authorized representative hereby certifies that all preceding information is correct and that every effort will be made to ensure that the agency's average annual vocational technical equipment expenditures from funds other than those appropriated by Act 107 for fiscal years 1984-85, 1985-86 and 1986-87 will equal or exceed the average reported in Section I.

SIGNATURE OF CHIEF SCHOOL ADMINISTRATOR OR PRESIDENT DATE

PDE

SIGNATURE, FIELD CONSULTANT DATE SIGNATURE, REGIONAL CHIEF DATE

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
Division of Vocational-Technical Education
200 CORDELL HULL BUILDING
NASHVILLE 37219

_____
Date

Mr. Clyde Brown, Education Consultant
Department of Vocational Education
205 Cordell Hull Building
Nashville, Tennessee 37219

_____
Equipment

_____
Facility Name

_____
School System

Mr. Brown,

The following equipment has been transferred and received by this facility on _____.

Sincerely,

_____
Superintendent

CB:bmw

Attachment

_____
Date

Mr. Clyde Brown, Education Consultant
Department of Vocational Education
205 Cordell Hull Building
Nashville, Tennessee 37219

_____
Equipment

_____
Facility Name

_____
School System

Dear Mr. Brown:

In response to your inquiry regarding the availability of equipment, please be advised that this school system has no immediate need for training in this area, consequently, equipment may be transferred as training needs in other areas dictate.

Sincerely,

_____
Superintendent's Signature

_____
Date

CB:cw

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
Division of Vocational-Technical Education
200 CORDELL HULL BUILDING
NASHVILLE 37219

The Honorable William R. Snodgrass
Comptroller of the Treasury
State of Tennessee
Suite 1500, James K. Polk Building
505 Deadrick Street
Nashville, Tennessee 37219

Dear Mr. Snodgrass:

In accordance with Section 8-1954 to 8-1957 of the Tennessee Code Annotated, this report is being made to your office.

During a recent inventory check in _____ at the _____ (331.45), the following equipment was not reported on the preliminary inventory as being present.

The missing equipment will be removed from inventory through normal procedures.

Inventory No.	Description of Item	Cost	Date Rec.

Sincerely,

Clyde Brown
Property Officer
Vocational-Technical Education

CB:jk

BATCH REGISTER

MONTH _____

TRANS. CODE	BATCH NO.	DATE OF PREP.	BATCH QUANTITY SENT	PREPARED BY	DATE SENT G.S.	DATE RETURNED AGENCY	TOTAL TRANS COUNT (KEY COUNT)	TRANSACTION COUNT ACCEPTED	TRANSACTION COUNT REJECTED	GENERAL REMARKS

Page ____

FORM SPMD - 4

BATCH TICKET

TRANSACTION CODE

AGENCY NUMBER

BATCH NUMBER

DATE PREPARED

BATCH QUANTITY
(ITEMS TO BE PROCESSED)

Prepared by: _____

Title: _____

Agency: _____

Address: _____

DATE SENT
FOR PROCESSING

DATE RETURNED

GS-0036

MULTIPLE TRANSACTION DOCUMENT

This document records receipt of _____ items wherein information is constant excepting the State Tag Number. Please duplicate entry for State Tags as listed below.

FORM SPMD - 6

PRELIMINARY INVENTORY SHEET

AGENCY NAME: _____ INST CODE: _____ BLDG NUMBER: _____ DATE: _____

COUNTY CODE: _____ COUNTED BY: _____ CHECKED BY: _____

PROPERTY TAG NO.	DESCRIPTION (Noun First)	SERIAL NUMBER	ALLOTMENT	COST CTR	COST (est)	DATE OF PURCHASE	STAT CODE	COND CODE	OWN CODE	ROOM NUMBER

SPMD-7
GS 0040

PAGE _____ OF _____

(A)

ADDITION, CORRECTION, & DELETION REPORT
REPORT OF SURPLUS PROPERTY

Agency Number | Date of Report | Property Officer Code | Transaction Code

State Tag No. | Old Property Tag No. | Prime Contact & Phone No.

(B) DESCRIPTIVE INFORMATION

Date Received by State | Date Received by Agency | TSC Number

Prime Description

Manufacturer, Model, & Serial Number

Additional Description

Additional Description

(C) INVENTORY & CONTROL INFORMATION

Status Code | Condition Code | Physical Inventory

County | Installation | Building | Room

OR

Social Security No. & Name

(D) COST & FINANCIAL INFORMATION

State Cost | Doc. Ref. No. | Doc. Type | Fund | Allot. Code

Agency Cost | Object Code | Cost Center | Years | % Residual Value (Depreciation Schedule)

Owner Code | % County | % Federal | Federal Grant Number

On Leased Equipment: Vendor & Lease Expiration Date | Fin. Off. Signature

(E) DISPOSAL INFORMATION

Disposal Code | Document Ref. No. | Disposal Price | Agency Transferred To

Administrator's Signature | Date | Actual Date Removed from Agency

(F)

Batch No. | Property Officer Signature

(FORM SPMD - 1A)

Page ___ of ___

GS-0587

AGENCY _ _ _-_ _

LOG REPORT FORM "A"

TRANSACTION CODE 5

DATE	OLD PROPERTY TAG NUMBER	STATE TAG NUMBER	STATUS CODE	CONDITION CODE	COST CENTER	PHY. INV.	PROP. OFF.	LOCATION CODE			
								COUNTY	INSTALLATION	BUILDING	ROOM
/ /		( )									
/ /		( )									
/ /		( )									
/ /		( )									
/ /		( )									
/ /		( )									
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/ /		( )									
/ /		( )									

Batch No. _ _ _ _

PROPERTY OFFICER SIGNATURE

Page ___ of ___

77

FORM SPMD - 2A

DELETION LOG REPORT FORM

AGENCY _ _ _._ _

TRANSACTION CODE ___
(must be 6 or 7)

Property Officer Code _ _

Disposal Codes:
D - Destruction or Scrap
L - Loss
P - Pilferage
R - Return to Vendor
T - Transfer
V - Trade-in

_____ _____
Property Officer Signature Date

_____ _____
Administrator's Signature Date

Date of Disposal	Property Tag Number	Disposal Code	Disposal Document Ref. No.	Disposal Price	Agency Transferred To
_ _/_ _/_ _	_ _ _ _ _ _ _ (_)	_	_ _ _ _ _ _ _	_ _ _ _ _ _ _ _._ _	_ _ _._ _
_ _/_ _/_ _	_ _ _ _ _ _ _ (_)	_	_ _ _ _ _ _ _	_ _ _ _ _ _ _ _._ _	_ _ _._ _
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Batch No. _ _ _ _

Page ___ of ___

FORM SPMD - 3

STATE OF TENNESSEE

INITIAL PROPERTY LOSS REPORT

T-10

AGENCY OR DEPARTMENT _____

NOTE. For reporting loss or damage to all property owned, leased or held in trust for the State. Submit in duplicate to the Risk Manager, Division of Real Property Management.

CLAIM NO. _____

Leave Blank

LOCATION OF LOSS

DATE OF LOSS

TIME OF LOSS ☐ AM ☐ PM

KIND OF LOSS

☐ FIRE ☐ WINDSTORM ☐ BURGLARY & THEFT ☐ BOILER & MACHINERY ☐ FIDELITY

☐ MARINE ☐ AIRCRAFT ☐ OTHER *(Explain)*

ESTIMATED AMOUNT OF PROPERTY LOSS

$

CAUSE OF LOSS *(Give detail)*

WHEN AND WHERE MAY DAMAGED PROPERTY BE SEEN *(Time and Address)*

METHODS USED TO COMBAT AND MINIMIZE LOSS

IF THERE ARE AUTOMATIC SPRINKLERS, HAS FULL PROTECTION BEEN RESTORED? ☐ YES ☐ NO *(Explain)*

DESCRIPTION OF PROPERTY DAMAGED OR DESTROYED

EFFECT ON OPERATIONS *(Give detail)*

ESTIMATED AMOUNT OF BUSINESS INTERRUPTION LOSS (THIS PERTAINS ONLY TO REVENUE PRODUCING LOCATIONS)

$

SIGNATURE	TITLE	DATE

REPORT RECEIVED AT DIVISION OF REAL PROPERTY MANAGEMENT BY:

80

Signature _____ Title _____ Date _____

VOCATIONAL TECHNICAL EQUIPMENT ACT 107 CHECKLIST

Consultant _____ Application Amount _____

School _____

APPLICATION ELEMENTS

An original and four copies of the following shall be provided in the order listed: ____

1. Signed Standard Contract, PDE 3501 (Attachment"A")- at least one copy must have original signatures. ____

2. Project Application Form, PDE 3032 (Attachment "B") ____

   A. Under "STATE FUNDS," check Advanced Tech. Equip. ____

3. Equipment Acquisition Form, PDE 1059 (Attachment "C"). ____

4. Narrative (See Part D.), including documentation of the need for the skills in the labor market:

   A. Published labor market data, including dates the studies were conducted, ____

   OR

   Local labor market surveys or analyses including dates the surveys or analyses were conducted, ____

   OR

   Placement rates in specific occupations, ____

   OR

   Support from specific employers. ____

   B. Documentation that the equipment will be used with courses/program that have current PDE approval or for which approval has been requested. ____

   C. Statements regarding:

      i. Funds shall not be used to supplant existing Federal, State, or local funds used for equipment acquisition and upgrading. ____

      ii. Funds will not be used as matching funds for any other state program, including the community college capital equipment program, Ben Franklin Partnership Program and any other State equipment program requiring matching funds. ____

5. Maintenance of Effort Certification (Attachment"D"). ____

6. Letter(s) of Support from Advisory Committee Chairperson(s). ____

7. Copy of Letter from Eligible Education Agency Transmitting Proposal to the PIC. ____

8. PIC Letter Reacting to Proposal. ____

9. Equipment repair and replacement plan. ____

10. Equipment sharing agreements. ____

OR

Justification for no equipment sharing agreement. ____

OPTIONAL -- group sharing plans and/or State Contracting procedures. OPTIONAL

BEST COPY AVAILABLE